

2015

**Island (WRIA 6)
Project Sponsor Procedural Manual**

**Salmon Recovery Funding Board
Grant Applications**



**Island County (WRIA 6)
Project Sponsor Procedural Manual
2015 Salmon Recovery Funding Board Grant Applications**

Adopted by the Island County Water Resource Advisory Committee (July 2002)
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Project Sponsor Checklist

The below checklist describes steps, deadlines, and requirements associated with the 2015 Water Resources Inventory Area 6 (WRIA 6) Salmon Recovery Funding Board (SRFB) process. Sponsors should work closely with the lead entity coordinator to ensure understanding of all requirements. All proposals must be consistent with requirements of the WA Recreation and Conservation Office's (RCO), Manual 18 (Salmon Recovery Grants Manual) http://www.rco.wa.gov/documents/manuals&forms/Manual_18.pdf . Note: Deadlines are not postmark dates. Materials must appropriately submitted by close of business day on the dates specified.

1. Project Development

(Contact lead entity coordinator for information about potential projects)

- ☐ Review this manual, the WRIA 6 Multi-Species Salmon Recovery Plan (May 2005), Water Resource Inventory Area 6 (WRIA 6) Limiting Factors Analysis (2000), and previous successful Salmon Recovery Funding Board (SRFB) proposals (available on the Island County Salmon Recovery website: <http://www.islandcountyeoh.org/Page/57>).
- ☐ Review Manual 18 (Salmon Recovery Grants) for eligibility:
http://www.rco.wa.gov/documents/manuals&forms/Manual_18.pdf
- ☐ Project must be identified on the WRIA 6 3-year work plan.
- ☐ Discuss the project with the Salmon Technical Advisory Group (TAG) and lead entity coordinator.
- ☐ You may request that a member of the Salmon TAG act as your mentor during the process. These mentors will help guide project sponsor through the grant application process.
- ☐ **It is recommended that project proponents contact lead entity staff about intention to seek funding prior to initiating the following steps.**

2. RCO-SRFB Application Workshop

(OPTIONAL – contact lead entity coordinator for information about workshop opportunities)

- ☐ An online training event will be hosted by RCO SRFB grant managers. This is intended for both new sponsors and as a refresher course. This event will include review of Manual 18 updates and the PRISM/HWS interface. Please visit www.rco.wa.gov for training opportunities. Previous presentations were recorded and available for viewing: <https://www.youtube.com/watch?v=ENENF1fXfgY&feature=youtu.be>
- ☐ Additional training can be coordinated by lead entity and RCO staff. Application workshops or web-based meeting and conference calls can be scheduled as needed.

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3. **Project Letter of Intent (LOI) – Feb 4, 2015**

(REQUIRED - submit to lead entity coordinator by email using template available on the Island County Salmon Recovery website (<http://www.islandcountyeoh.org/page/57>) or contact the Lead Entity Coordinator (d.pucci@co.island.wa.us)).

4. **Pre-Application Submitted** – ~March 10, 2015 (please check with LE Coordinator)

(REQUIRED - submitted into PRISM)

- ☐ Pre-application materials must utilize the Habitat Work Schedule (HWS)/PRISM gateway to submit application materials. See RCO Manual 18 for details. The lead entity coordinator will work with project sponsors in populating Habitat Work Schedule with the required project details.
- ☐ After the lead entity coordinator has created a project page in HWS and received the project number from PRISM, the sponsor will be notified and will then be able to enter pre-application material as specified in Manual 18 into PRISM. **Make sure to include lead entity coordinator as one of project contacts.** Pre-Application will be distributed to members of Salmon TAG, Water Resources Advisory Committee (WRAC) and SRFB review panel.
- ☐ Recommended - Review the draft application with a Salmon TAG mentor and/or lead entity coordinator.

5. **Proposal Site Visits** – ~April 7, 2015 (please check with LE Coordinator)

6.

(REQUIRED – sponsors must meet reviewers onsite to review proposals)

- ☐ Present a presentation about your project to members of the Salmon TAG, the WRAC and SRFB Review Panel members during site visit.
- ☐ Coordinate with lead entity coordinator.
Written comments and suggestions for strengthening your proposals will be provided to you by the salmon recovery coordinator following site visit.

7. **Presentation of Draft Proposal to WRAC and SRFB Proposal Open House** –

May 7, 2015 *(REQUIRED – sponsors must attend both presentations and open house)*

Open Sponsors Present Draft Proposals to the WRAC -

- ☐ Present draft proposal at the WRAC meeting. This meeting is open to the public and advertised as such.
- ☐ Draft proposals should be revised as appropriate based on input provided by WRAC and members of the public.

SRFB Proposal Open House – **(following WRAC meeting)**

- ☐ Representatives for each proposal must attend and host a booth/table to answer questions from the public regarding their proposals.

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- ☐ Open house will be advertised and the public will be invited to discuss draft proposals with project sponsors. Public attendees will be able to provide written comments to the lead entity coordinator. Comments will be summarized and made available.

8. Final Grant Application Submittal - **June 1, 2015**

(REQUIRED – application must be entered into PRISM)

- ☐ Coordinate with lead entity coordinator to ensure all proposal requirements are complete and submitted.
 - Complete all requirements as described in Manual 18.
 - Consider and update proposal as appropriate to reflect feedback provided by lead entity staff, TAG, and WRAC.
 - Obtain signed landowner willingness form(s).
 - Obtain signed project partnership contribution form(s).
 - Obtain signed letters of support from local government(s).
 - Fill out WRIA 6 feasibility criteria form and provide descriptions of how your project meets the criteria.
 - Fill out ranking criteria form and provide descriptions of how scores were chosen. Lead entity coordinator will provide ranking criteria and guidance consistent with Appendix I of the SRP and this document.
- ☐ Enter the **final grant application** with all of the supporting materials into PRISM
- ☐ Application materials will be reviewed by staff and forwarded to the TAG and WRAC for review and ranking.

9. Proposal Scoring by Salmon TAG – **June 17, 2015**

(REQUIRED – sponsors must attend to discuss final proposal and answer questions)

- ☐ Salmon TAG project ranking meeting to discuss changes made since pre-proposal, how feedback was addressed, and be prepared to discuss self-ranking and answer other questions.

If, after the ranking meeting, the project sponsor does not agree with the Salmon TAG ranking, they can submit a written appeal to the WRAC for consideration of re-ranking. Additional support materials can not be referenced in an appeal because the project is being ranked solely on the merits of the written final grant proposal being submitted to the Salmon Recovery Funding Board. The adopted ranking by the WRAC is final. There will be no other appeals allowed after they have formally adopted the project ranking.

10. WRAC Review & Approval of Prioritized Project List – **July 2, 2014**

(HIGHLY RECOMMENDED)

- ☐ WRAC will review recommendations from the Salmon TAG and finalize project list for submittal to the SRFB for funding consideration.

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- ☐ It is **HIGHLY RECOMMENDED** sponsors attend and be prepared to discuss the final proposal and answer any questions from the WRAC.

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2015 WRIA 6 Calendar – 16th SRFB Grant Round

Task Description	2015 Dates	Notes/Details	Project Sponsor	TAG – required for voting
Project Solicitation RFP Distributed	January 5	- RFP and grant round information distributed. - Grant info to be posted to the Island County Salmon Recovery Program website .		
Letter of Intent Due	February 4	- Letter of Intent (LoI) is required, must submit LoI to LE Coordinator (email to D.Pucci@co.island.us) to help gauge interest, provide opportunity for initial consideration by reviewers, and for planning/coordination purposes.	Required	
Letter of Intent review by TAG	February 18	-TAG review and discussion of Letters on Intent.		
Pre-Applications Due in PRISM		- Sponsors work with LE Coordinator to submit into HWS & PRISM. - See requirements in Manual 18 and WRIA 6 Sponsor Procedural Manual. http://www.rco.wa.gov/documents/manuals&forms/Manual_18.pdf .	Deadline	
Ranking Criteria/Procedures review	March 18	-TAG reviews ranking criteria prior to site visits and ranking meeting, to ensure common understanding how criteria applies to this year's projects.		Required
Site Visits		- SRFB review panel, RCO staff, and local reviewers (TAG and WRAC members). - Sponsors must meet reviewers to review eligible proposal and site conditions.	Required	Required
Local Reviewers Draft Comments		- Local reviewers convene to review and draft consistent comments for each proposal based on pre-proposal details and site visit.		
Local and SRFB Review Panel Comments Distributed to Sponsors		- Provided by SRFB Review Panel and local review team. Sponsors should consider comments and update proposals as possible. - Comments will be distributed to sponsors earlier if possible.		
Proposal Presentations To WRAC Project Proposal Open House	May 7	- Sponsors attend WRAC meeting and present draft proposal. - Following the WRAC meeting, an open house will be held to provide an opportunity for the public to discuss proposals directly with sponsors. -Sponsors may include proposed changes based on site visit comment feedback.	Required	
Pre-Scores due to LEC	May 8	-TAG members pre-score the projects. Send to the LEC. -TAG members that are also sponsors may participate in pre-scoring of all projects. -Sponsors self-scores are due (Appendix G).	Deadline	Required
Project pre-scoring review and discussion	May 13	-TAG members discuss the pre-scoring results. -TAG members that are also sponsors may participate in the discussion. -Early mtg. so we can get questions off to experts and get feedback in time for June final ranking.		Required

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Final Applications Due	June 1	<ul style="list-style-type: none"> - Sponsors complete all proposal requirements consistent with Manual 18 and WRIA 6 requirements (Sponsors should review Procedural Manual and discuss with lead entity staff). - Sponsor must notify lead entity coordinator that application complete. 	Deadline	
LEC compiles summary & distributes to TAG	June 3	<ul style="list-style-type: none"> - LEC will summarize changes between the pre-applications and final applications. These will be distributed to TAG for scoring. 		
TAG scores Due to LEC	June 9	<ul style="list-style-type: none"> - Due to LEC by COB. - Sponsors do not participate in final scoring. 		Required
Lead Entity Coordinator Reviews and Distributes proposal Materials	June 10	<ul style="list-style-type: none"> - Draft evaluation of eligibility based on Feasibility Criteria (SRP Appendix G) - Clarification of eligibility if needed by Coordinator - Materials for each proposal provided to local reviewers (TAG, WRAC, and staff) 		
Salmon TAG scores proposals	June 17	<ul style="list-style-type: none"> - TAG members score proposals using WRIA 6 Scoring Criteria. - Sponsors do not attend. - WRAC members are invited to attend. 		Required
WRAC – Review, Scoring, Ranking and Approval of Project List	July 2	<ul style="list-style-type: none"> - WRAC is presented with a list of projects and their technical scores, along with summarized considerations to aid the WRAC in their scoring of the socio-economic criteria not scored by TAG - WRAC finalizes prioritized project list for submittal and consideration by the SRFB. - IT IS HIGHLY RECOMMENDED that project sponsors attend WRAC meeting to answer questions. If questions that arise at this meeting and sponsors are not present to clarify or answer, the project's ranking may be affected. 	Recommended	
Project list submitted to region (LE DEADLINE)	August 14	<ul style="list-style-type: none"> - Lead Entity Coordinator submits items to region (Puget Sound Partnership). Includes prioritized habitat list and other items required by Manual 18. 		
Sponsor responses “conditioned” or “POC” projects due	October 13	<ul style="list-style-type: none"> - Sponsors with projects that are “conditioned” or identified as a “Project of Concern” should provide a final response to review panel comments in PRISM. If no response to comments is, RCO staff will assume the project has been withdrawn for funding . 	Deadline	
Presentations to SRFB review panel (as req’d)	October 26-28	<ul style="list-style-type: none"> - Sponsors need to coordinate with lead entity staff to provide response or present to review panel as required. Sponsor is required to attend as needed. 		
SRFB allocation decision	December 9-10	<ul style="list-style-type: none"> - SRFB considers project list and makes decision regarding funding allocation. 		

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Section I - Introduction

This manual provides guidance for project sponsors seeking funding from the Salmon Recovery Funding Board for projects within the Water Resource Inventory Area 6-Island County. Outlined in this manual are all of the components of the Water Resource Inventory Area 6 (WRIA 6) Salmon Recovery Funding Board Grant Process. This process is provided in detail so that there is a clear understanding of both the history and the structure of the local process by all parties involved in the process. This manual is considered a working document and will be updated on a regular basis as additional refinements are made to the process and our knowledge of the salmon habitat resources in WRIA-6 Island County.

For the purpose of this manual, Water Resource Inventory Area 6 encompasses all of the islands and water within Island County's geographic boundary. The current efforts towards salmon recovery in this region are focused on the two main islands; Whidbey Island and Camano Island.

The Island County Water Resource Advisory Committee and the Salmon Technical Advisory Group are interested in bringing forth high quality salmon recovery projects to the Salmon Recovery Funding Board. They encourage innovative approaches to projects, community involvement, public outreach & education, and strong, solid partnerships.

The grant application process described in this manual includes several opportunities for project sponsors to obtain assistance in developing projects. This process includes extensive project review by the Salmon Technical Advisory Group and the Water Resource Advisory Committee before the final proposals are ranked. Once ranked, projects are vetted through the Salmon Recovery Funding Board (SRFBoard) which approves a final ranked list for each watershed. It is important that project proponents utilize all of these opportunities for input on their proposals to ensure that their grant application has the greatest probability for success.

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A. WRIA 6 (Island County) SRFB Grant Application Summary

FUNDER	Salmon Recovery Funding Board (SRFB), State of Washington	
GRANTS MANAGMENT	Recreation and Conservation Office (RCO), State of Washington	
APPLICATION	Submitted through Water Resource Inventory Area 6, Water Resource Advisory Committee Contact: Salmon Recovery Coordinator, Island County Natural Resources Department	
PROGRAM GOALS	<p>The SRFB will support salmon recovery by funding habitat protection and restoration projects and related programs and activities that produce sustainable and measurable benefits for fish and their habitat.</p> <ul style="list-style-type: none"> • The Board's primary goal is to aid the recovery of salmonids, that is, salmon, trout, and steelhead. • Proposals must be developed using science-based information and local citizen review. • Proposals must demonstrate through an evaluation and a monitoring process the capacity to be implemented and sustained effectively for the benefit of fish. 	
FUNDED PROJECTS	<p>SRFB is interested in funding riparian, freshwater, estuarine, nearshore, saltwater and upland projects that protect existing high quality habitats for salmon and restore degraded habitats to increase overall habitat health and biological productivity. The projects may include the actual habitat used by the salmon and also land and water areas that support salmon habitat functions or processes. Projects can include one or more elements of:</p> <ul style="list-style-type: none"> • Assessments, Designs, Inventories, & Studies • Acquisitions • Restoration Actions (In-Stream Diversions, In-Stream and Floodplain Habitat, Riparian Habitat, Upland Habitat, Estuarine/Nearshore Habitat) 	
ELIGIBLE APPLICANTS	<ul style="list-style-type: none"> • Cities • Counties • Conservation Districts • Native American Tribes • Non-Profit Organizations • Special Purpose Districts 	<ul style="list-style-type: none"> • Regional Fisheries Enhancement Groups • Private Landowners (for restoration projects on own land, excludes acquisition) • State Agencies (must have local partners)
GRANT CYCLE	Grant guidelines issued in February of each year in RCO's Manual 18	
FUNDING	<ul style="list-style-type: none"> • Grant requests for at least \$5,000. • Applicant provides a monetary or in-kind match of 15% or more. • SRFB grant program is operated on a reimbursement basis. There is a provision for advance payments in limited cases. 	

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B. WRIA 6 (Island County) Salmon Recovery Vision and Goals

Vision Statement

We, *the citizen volunteers and staff of the WRIA 6 salmon recovery lead entity*, envision:

- Abundant, naturally-spawning Pacific salmon using nearshore and coastal stream habitats in WRIA 6
- Diverse, viable populations of salmon coexisting with the human population and supporting human harvest and recreational opportunities
- Strong community participation in ecosystem protection and restoration

Goals

Our four strategy goals are:

1. Over the long term, achieve a net increase in salmon habitat through protection, enhancement, and restoration of naturally-functioning ecosystems that support self-sustaining salmon populations and the species that depend on salmon.
2. Develop understanding of habitat functions and the distribution of forage fish species, salmonids, and marine mammals in WRIA 6.
3. Engage an informed community in identifying, protecting, enhancing, and restoring salmon-supporting ecosystem processes and habitats.
4. Cultivate a supportive environment for salmon recovery by supporting policies that protect salmon habitats; advocating for adequate program staffing; encouraging cross-sector and public-private partnerships; pursuing adequate, reliable funding; and implementing effective project and program evaluations.

C. Guiding Principles for the WRIA 6 (Island County) Salmon Recovery Program

In order to produce a Salmon Recovery Plan that resonates with property owners, elected officials, scientists, and environmental interests, we knew that certain guiding principles were necessary. The following principles set the framework for WRIA 6's ESA response.

- **Salmon Recovery Requires a Long Term View and Commitment:** The goals of this plan will take decades, possibly centuries to achieve. The actions in this plan are initial steps. As we add to our knowledge about juvenile and adult salmon utilization of WRIA 6 habitats, we will revise and update our action plan to best support regional recovery efforts.
- **Best Available Science and Appropriate Technologies:** It is critical that salmon recovery activities be based on comprehensive and current fisheries science and habitat information. Filling key existing data gaps and integrating this new information into future versions of this recovery document are high priorities in WRIA 6.
- **Ecosystem Processes and Habitat Protection:** In comparison to many areas of Puget Sound, the salmon supporting habitats and ecosystem processes in WRIA 6 are generally in good to very good condition (Washington Department of Natural Resources 2001a). Our initial focus is on ensuring that the high quality habitats and functioning processes are protected, with a goal of no additional loss of habitat and function. In addition to protecting ecosystem processes and habitats it will be necessary to find ways to accommodate additional housing and commercial development in WRIA 6. Where protection is pursued through property acquisition, we advocate that the project should provide for the perpetual protection, enhancement, and/or restoration of critical ecological processes and habitat structure.

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- **Ecosystem Processes and Habitat Enhancement and Restoration:** Just as there is a need to find creative ways to combine protection actions with the need for additional residential and commercial development, it is necessary to accommodate landowner and community needs when developing enhancement and restoration projects. Enhancement and restoration projects will gain the support of the Board of Island County Commissioners under the following conditions: 1) neighboring private and public uses and surrounding environment are protected; 2) there are willing landowners; 3) there is no adverse impact to Naval operations; and 4) there is a significant benefit for salmon.
- **Community Outreach, Education, and Participation:** Developing and maintaining regular community outreach and education programs is a critical component for salmon recovery. Developing these programs will require partnerships with groups that can provide education and outreach forums, advocacy for stewardship and sustainable actions, and opportunities for public participation.
- **Cultivating an Environment for Salmon Recovery:** Successful salmon recovery efforts have the best chance of success if implementation is carried out on a local level in an integrated manner. This approach needs to build and maintain linkages between all stakeholders; integrate salmon issues as an integrated component of water resource issues; encourage and nurture local, regional, and state partnerships; and advocate implementation of policies that support salmon recovery.

D. WRIA 6 (Whidbey and Camano Islands) Salmon Strategy - Priorities

Three geographic areas (based on sub-basins and associated shorelines) have been prioritized in WRIA 6. These areas are prioritized based on their landscape context – the distance of the sub-basins shoreline from the three rivers that terminate into the Whidbey Basin and the priority of the adjacent geographic area. Designation of these areas was also influenced by a qualitative assessment of the number of stocks likely to utilize the shoreline and whether or not the shoreline is included in a proposed critical habitat designation (Chinook and/or bull trout). The sub-basins are included in these geographic areas because of the close relationship between the uplands and the nearshore in coastal sub-basins.

It should be noted:

- All of WRIA 6 shorelines are included in the proposed critical habitat definition for Chinook (except for areas that are exempt because they are associated with Navy activities). The processes and habitats in all three geographic areas are considered important to the recovery of salmon.
- While this strategy assigns priority to the development and implementation of protection, enhancement, and restoration projects in geographic area 1, there will be projects from all three areas that take priority due to time and/or demonstrated community support considerations.

Geographic Area 1 (top priority) includes the WRIA 6 sub-basins and shorelines of Deception Pass, Skagit Bay, and Port Susan. These shorelines are within ~5 miles of the mouths of the Skagit, Stillaguamish, and/or Snohomish rivers. This area is utilized by the largest number of Chinook fry migrants, from these rivers, during their first day of nearshore migration. The shorelines are primary pathways for bull trout migrating between these rivers. And the area is

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used heavily by juveniles and adults from the 47 salmon and trout stocks that originate in these rivers; over 20% of the stocks in Puget Sound.

Geographic Area 2 (medium priority) includes the WRIA 6 sub-basins and shorelines of Saratoga Passage, Possession Sound, Southeast Admiralty Inlet (Double Bluff to Possession Point), and Northwest Whidbey (Deception Pass to the north end of West Beach). The Saratoga Passage and Possession Sound shorelines and sub-basins were included because they are within the Whidbey Basin, which is an area that has been regionally recognized as important to all south and central Puget Sound stocks. Southeast Admiralty Inlet was included because this section of the south Whidbey coast is likely to be used by juveniles from a large number of south and central Puget Sound stocks and part of this area is included in the bull trout critical habitat definition. Northwest Whidbey was included because it is adjacent to the top priority area and it is included in the bull trout critical habitat definition.

Geographic Area 3 (lower priority) includes the WRIA 6 sub-basins and shorelines of the west side of Whidbey, south of West Beach and north of Double Bluff. This area has been given low priority because it is not adjacent to any of the rivers with natal populations and it is at the entrance to Puget Sound and most habitats are impacted by high wave energy and current energy. It is hypothesized that West Whidbey habitats function primarily as migration corridors and for food production for larger juveniles and returning adults. Although geographic area is a lower priority, it should again be noted that all WRIA 6 nearshore areas are believed to be utilized by salmon and designated as critical habitat for Chinook.

Ecosystem Processes

When evaluating protection, enhancement, and restoration projects, **high priority** will be given to projects that address physical, habitat-forming processes, and **moderate priority** will be given to projects that address chemical and biological processes that impact productivity, including activities that support or enhance water quality. **Lower priority** will be given to stream and upland processes that are indirectly related to nearshore habitats.

Habitats

High priority habitats include mud flats, marshes, and pocket estuaries. Marshes and pocket estuaries provide shelter from predators, refuge from high-energy waves, and are key areas for food production. These areas are particularly important for young salmon life-stages and pocket estuaries provide the right conditions for physiological transition for fry migrants outside of the delta estuaries. Mudflats are highly productive habitats providing plankton for young salmon and forage fish; this habitat type covers significant areas in Skagit Bay and Port Susan. In terms of Viable Salmon Population (VSP) parameters, refuge areas and highly productive areas support the productivity (survival) of salmon populations. Pocket estuaries support the abundance and diversity of salmon populations.

Moderate priority habitats include sand flat/beach, sand/gravel beach, eelgrass/kelp, riparian, wetland, and in-stream.. These habitats are often associated with eelgrass beds and depending on the size of the sand and gravel may support forage fish spawning. Juvenile and adult salmon are frequently

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found foraging along these shorelines. These areas support the productivity of salmon populations.

Lower priority habitats include large gravel beach, rock cliffs, man-made structures, and uplands. While these areas may be associated with eelgrass or kelp beds, they are frequently along shorelines that experience high-energy waves and currents – areas that salmon move through (migrate through) quickly. While maintaining the natural functions of these habitats is important for landscape connectivity and salmon migration, these areas are not generally highly productive and do not provide significant shelter.

E. Washington Salmon Recovery Legislation

Substitute House Bill 2496 adopted in 1998, and modified by Substitute Senate Bill 5595 (1999), established a method of state-funded salmon habitat recovery. The legislation states that a state-wide salmon recovery plan must be developed and implemented through an active public involvement process in order to ensure public participation in, and support for, salmon recovery. The Revised Code of Washington - Chapter 77.85 states that habitat restoration is a vital component of salmon recovery efforts. Therefore it is the intent of the legislature to specifically address salmon habitat restoration in a coordinated manner and to develop a structure that allows for the coordinated delivery of federal, state, and local assistance to the communities for habitat projects that will assist in the recovery and enhancement of salmon stocks.

F. Salmon Recovery Funding Board

The Washington Salmon Recovery Funding Board (SRFB) was created by the 1999 legislation and consists of ten members, five of whom are appointed by the governor. The SRFB is administered through the WA Recreation and Conservation Office. This board is tasked with developing procedures and criteria for allocation salmon habitat project funds on a statewide basis. These projects must address the highest priorities for salmon habitat protection and restoration. This board reviews local project lists from each WRIA and awards funds through a competitive ranking process developed by the board.

G. WRIA 6 (Island County) Lead Entity Organization

Water Resource Inventory Area 6 (WRIA 6) was designated as a Lead Entity area, by the Washington State Department of Fish and Wildlife (WDFW), in 1999. Cities, conservation districts, and tribes with interests in WRIA 6 salmon recovery issues designated Island County as the lead entity organization in 1999. The Island County Public Health department sponsors the program by providing grant administration, staff, and overhead. The Salmon Recovery lead entity coordinator is a member of the Department of Natural Resources. This position provides technical assistance & guidance for the WRIA 6 Salmon Recovery Funding Board (SRFB) Grant application process and the Island County Salmon Recovery Program. This program is supported by an annual RCO grant to the lead entity organization.

Island County has designated the Water Resource Advisory Committee (WRAC) as the citizen committee responsible for overseeing the Island County Salmon Recovery Program and approving SRFB grants in Island County. The WRIA-6 Salmon Technical Advisory Group (Salmon TAG) serves as the technical advisory committee for the WRAC. The Salmon TAG

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provides scientific, technical assistance for salmon recovery program development assists with salmon recovery project development and provides assistance in the SRFB grant ranking process.

Several key documents have been developed through the WRIA 6 lead entity process. Additionally, there are web resources where supporting documents can be found. These include the:

- WRIA 6 (Whidbey and Camano Islands) Multi-Species Salmon Recovery Plan (May 2005)
- Island County Estuarine Restoration and Enhancement Program (Sheldon and Associates, 2001)
- Salmon Habitat Limiting Factors Water Resource Inventory Area 6 Island County (Washington State Conservation Commission, April 2000)
- WRIA 6 Salmon Recovery Communication Strategy (Whidbey Watershed Stewards 2012)
- Habitat Work Schedule. Island County homepage:
http://hws.ekosystem.us/prun.aspx?p=Page_89901fef-078a-47c8-9c7b-f3c0c259700a&sid=200
- PRISM (Project Information System):
http://www.rco.wa.gov/prism_app/about_prism.shtml
- Island County Salmon Recovery Program homepage:
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Section II - SRFB Grant Application Roles and Responsibilities

The following descriptions provide information on the roles and responsibilities of various local parties involved with Salmon Recovery Funding Board funding processes. Membership in local groups and committees change.

A. Project Sponsors

Project sponsors are those entities who submit applications for a Salmon Recovery Funding Board grant. Project sponsors must be a local nonprofit organization, government, conservation district, or entity with the ability to receive and manage Salmon Recovery Funding Board grant funds. Individual citizens are eligible to apply for project funding but are encouraged to work in partnership with other organizations to increase their chances of receiving funding. Federal agencies are not eligible to apply for funding directly. A local organization must take the lead as project sponsor and work in partnership with federal agencies to implement the project.

Grant applications from project sponsors can not be submitted to the Salmon Recovery Funding Board directly. All WRIA 6 grant applications must be submitted through the Island County Water Resource Advisory Committee (WRAC). In order to enter the WRIA 6-Island County project ranking process and be eligible for SRFB grant funds, project sponsors must meet the minimum requirements outlined in this document. All project sponsors are required to fully participate in the established local Salmon Recovery Funding Board grant application process and meet all of the adopted deadlines in order to be considered for funding. Potential project sponsors are highly encouraged to work closely with lead entity staff early in the local process.

B. Salmon Recovery Coordinator

The Salmon Recovery Coordinator acts as the lead entity coordinator for Water Inventory Area 6. This position is funded by a grant administered by the Washington State Recreation and Conservation Office, and resides in the Island County Department of Natural Resources.

The grant round-related tasks of the Salmon Recovery Coordinator are:

- Facilitation of the Water Resource Advisory Committee's salmon recovery activities.
- Administration and facilitation for the Salmon Technical Advisory Group.
- Staff assignments from Salmon TAG and WRAC to facilitate development of program materials (e.g. WRIA 6 SRFB Procedural Manual, Salmon Recovery Strategy, updates to the Limiting Factors Analysis, etc.).
- Salmon Recovery project identification and development.
- Identification and cultivation of potential project sponsors and partners.
- Liaison to the Island County Department of Natural Resources management regarding active and proposed salmon recovery activities.
- Provide technical assistance for the:
 - Identification of the factors limiting recovery of salmonid populations utilizing WRIA 6 habitats

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- Development of a plan to respond to the factors limiting recovery related to habitat in the region
- Prioritization of identified salmon recovery sites based on biological criteria for salmon recovery
- Prioritization of identified salmon recovery sites based on social and economic criteria for salmon recovery

During the SRFB application process the Salmon Recovery Coordinator oversees the local SRFB Grant Process, serves as the lead entity liaison to WRIA 6 project sponsors, and submits the habitat project list to the state at the end of the application process. The Salmon Recovery Coordinator is available to provide technical assistance to project sponsors during project development.

C. Lead Entity Citizen Committee – Water Resource Advisory Committee

The Water Resource Advisory Committee is composed of twelve citizen voting members appointed by the Board of Island County Commissioners. Technical, non-voting members represent local municipalities; local & state agencies; and local tribes. This committee was created in 1999 to oversee two county-wide water resources planning processes: Watershed Planning (HB 2514, RCW 90.83) and Salmon Recovery (HB 2496, RCW 77.85). The committee's purpose, for salmon recovery, is to provide a citizen-based evaluation of the projects proposed to promote salmon habitat.

The Water Resource Advisory Committee:

- Oversees the development of a Long Range Salmon Recovery Program for Water Resource Inventory Area 6
- Approve the appointment of the Salmon Technical Advisory Group members
- Provides the final citizen-based evaluation of the WRIA 6 habitat projects proposed to promote salmon habitat protection and restoration in the region
- Assists in keeping the elected officials in WRIA 6 Island County up-to-date and informed about the activities of the salmon recovery program
- Reviews, critiques and adopts all of the program documents including the Procedural Manual, Salmon Strategy, updates to the Limiting Factors Analysis, etc.
- Develops adaptive management strategies for Salmon Recovery Funding Board funded projects

During the SRFB application process, the Water Resource Advisory Committee:

- Provides scores for the socio-economic criteria questions during the project scoring and ranking process (revised November 2014)
- Provides the citizen-based evaluation of the applications for Salmon Recovery Funding Board funding
- Analyzes, compiles, and adopts the final ranking of the Salmon Recovery Funding Board Grant Applications (habitat project list) to be submitted to the state from WRIA 6
- Investigates, judges and rules on any written appeals made by the project sponsors

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Island County Water Resource Advisory Committee – Citizen Members (as of January 2015)

Robert Boehm	vacant	Russ Holmes
Grant Heiken	Steve Caporgno	Barbara Brock
Don Lee	Gary Ehrenfeld	Julius Budos
John Lovie	Dave Thomas	Carol Gillespie

Island County Water Resource Advisory Committee – Potential Advisory Agencies

Island County Public Works	Whidbey Conservation District	WA Dept of Ecology
Island County Planning & Community Development	Snohomish Conservation District	WA Dept of Transportation
Island County Health Dept.	Puget Sound Partnership	WA Dept of Natural Resources
WSU Cooperative Extension	Tulalip Tribe	WA Dept of Fish and Wildlife
City of Langley	Skagit River System Cooperative	WA Dept of Agriculture
Town of Coupeville	City of Oak Harbor	

D. Salmon Technical Advisory Group (Salmon TAG)

The Salmon Technical Advisory Group was initially formed by the Washington State Conservation Commission to develop the Limiting Factors Analysis for Water Resource Inventory Area 6. The Salmon Technical Advisory Group strives to maintain a composition that includes private, federal, state, tribal, and local government personnel with appropriate expertise in salmon recovery. Members of the Water Resource Advisory Committee hold positions on the Salmon Technical Advisory Group to provide a citizen's perspective and a consistent communication link between the Water Resource Advisory Committee and the Salmon Technical Advisory Group. The Water Resource Advisory Committee is responsible for the official appointment of members to the Salmon Technical Advisory Group.

The Salmon TAG's role is to:

- Identify factors limiting salmonid recovery in Water Resource Inventory Area 6
- Identification and cultivation of potential project sponsors and partners
- Develop a plan to respond to the limiting factors related to habitat in the region
- Prioritize identified salmon recovery sites based on biological criteria for salmon recovery
- Provide technical assistance to the Water Resource Advisory Committee in the process of developing prioritization criteria based on social and economic issues related to salmon recovery
- Provide technical assistance to the Water Resource Advisory Committee in the development of all program documents (e.g. WRIA 6 SRFB Procedural Manual, Salmon Recovery Strategy, updates to the Limiting Factors Analysis, etc.)

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- Development of an adaptive management strategy for Salmon Recovery Funding Board funded projects

During the SRFB application process, the Salmon TAG:

- Mentors project sponsors -Technical assistance and support to project sponsors in project development, budget development, partnership building, grant writing and securing the required matching funds
- Participates in the initial project review workshops for project sponsors
- Develops, and recommends to the WRAC, grant project ranking criteria
- Evaluates and ranks the Salmon Recovery Funding Board grant proposals based on WRAC adopted ranking criteria
- Submits recommended project ranking to the Water Resource Advisory Committee for final review and adoption
- Establishes a project monitoring criteria and evaluation methods for project performance. Monitors and evaluates Salmon Recovery Funding Board funded projects on a yearly basis.

WRIA 6 Salmon TAG – organizations and acting representative (as of January 2015)

Organization	Name
WA Dept of Fish & Wildlife	Doug Thompson
Water Resource Advisory Committee (2 seats)	*Barbara Brock
Island County	
Skagit River System Cooperative	Eric Mickelson
Whidbey Watershed Stewards	Rick Baker
Stillaguamish Tribe	Franchesca Perez
Conservation Districts & Whidbey and Snohomish (**Shared seat)	Rob Hallbauer
Wild Fish Conservancy	Micah Wait
Tulalip Tribes	*Todd Zackey
Marine Resources Committee	Dan Matlock
WSU Extension Programs	Barbara Bennett
Orca Network	Dave Anderson
Whidbey Camano Land Trust	Ryan Elting
Skagit Fish Enhancement Group	Jim Somers

*Committee Co-Chairs

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Section III – Proposal Review & Ranking

A. General Criteria

- Projects must address a WRIA 6 priority in the WRIA 6 (Whidbey and Camano Islands) Multi-Species Salmon Recovery Plan (May 2005) and be listed on the 3-year Implementation Work Plan.
- Projects must demonstrate that they have landowner support and local community support. Each project will be reviewed against the WRIA 6 Community Feasibility Criteria (revised November 2014).
- Projects must provide a high degree of benefit to WRIA 6-Island County salmon resources
- Projects must demonstrate that they are financially sound by providing a detailed budget with clearly identified match sources.
- Multi-year projects that allow for adequate time for project implementation are encouraged. Single year projects will only be accepted if it is determined by the Salmon TAG that the proposed work can be accomplished in a one-year period.

In order to assure that only high quality projects are submitted for funding, project sponsors are required to participate fully in the local grant application process. Only those project sponsors that actively engage in the proposal review process and required workshops and meetings will be eligible for ranking and submittal of their project to the Salmon Recovery Funding Board.

B. Pre-Application Evaluation Process

Letters of Intent are required from sponsors with basic information on the project to be proposed. A summary of these letters will be available from the Lead Entity Coordinator in early February. Potential sponsors may review the Letters of Intent submitted by other sponsors by request. Pre-applications will be reviewed by members of the Salmon TAG, WRAC and SRFB review panel members. The review will be based on the draft application review questions (see below), the WRIA 6 project feasibility criteria Assessment of Landowner and Community Support (Appendix G of the WRIA 6 Salmon Recovery Plan, 2005), the SRFB technical evaluation criteria (SRFB-Manual 18), and the WRIA 6 project ranking criteria (Appendix I of the WRIA 6 Salmon Recovery Plan, 2005). Comments will be provided to each project sponsor outlining steps that would improve the project and increase the final ranking score.

WRIA 6 Salmon Recovery Funding Board Grant Review Draft Application Review Questions

1.	Is the proposal clearly written and understandable? If not, what is confusing or not clear?
2.	Was the proposal reviewed and approved by the board or other proper authority in the proposing organization prior to submittal?
3.	Is the project sponsor participating in a Salmon Recovery Working Team and/or the Salmon Technical Advisory Group mentor review process?
4.	Are the project partners well established? If not, what needs to happen to make them more solid?
5.	Has the sponsor met with applicable landowners and/or the community? Does the project have demonstrated local support? If not, what needs to happen to obtain that support?
6.	If the application is for a restoration project, is there verbal or written support from the

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	ownership entity? What is needed to obtain a written letter of support for the project?
7.	If the application is for an assessment or study, does the proposal follow state-approved protocols?
8.	If the proponent has received funding in the past, did they provide quarterly reports to the WRAC and Salmon TAG?
9.	Has the proponent successfully completed a project previously funded by the Salmon Recovery Funding Board? How successful was that project?

C. Final Application Evaluation and Ranking Process

Project sponsors must submit completed final applications, a feasibility criteria questionnaire (provided by lead entity coordinator), and a completed ranking score sheet (provided by lead entity coordinator) to be eligible to be considered for funding. Following the submission of final applications, lead entity staff will review the applications and supporting documentation for completeness. Lead entity staff will also review the feasibility criteria questionnaire to evaluate whether the proposal meets the feasibility criteria. Please provide thorough answers to the questions in the feasibility criteria questionnaire, including relevant information about community outreach (meetings held, information distributed, feedback from citizens) and project scoping. If there is clarification needed on any of the feasibility questions, staff will contact the project sponsor to request additional information. A staff report will be prepared summarizing this review and provided to the Water Resource Advisory Committee.

Proposals that meet the feasibility criteria will be forwarded, along with the project sponsor's self-scoring form, to the Salmon Technical Advisory Group for review and ranking. Using consensus process, the Salmon TAG conducts scoring based on the review criteria. Points will be awarded based on these criteria. The scores from each of the ranking criteria will be summed to obtain a project proposal score based on percent of points obtained.

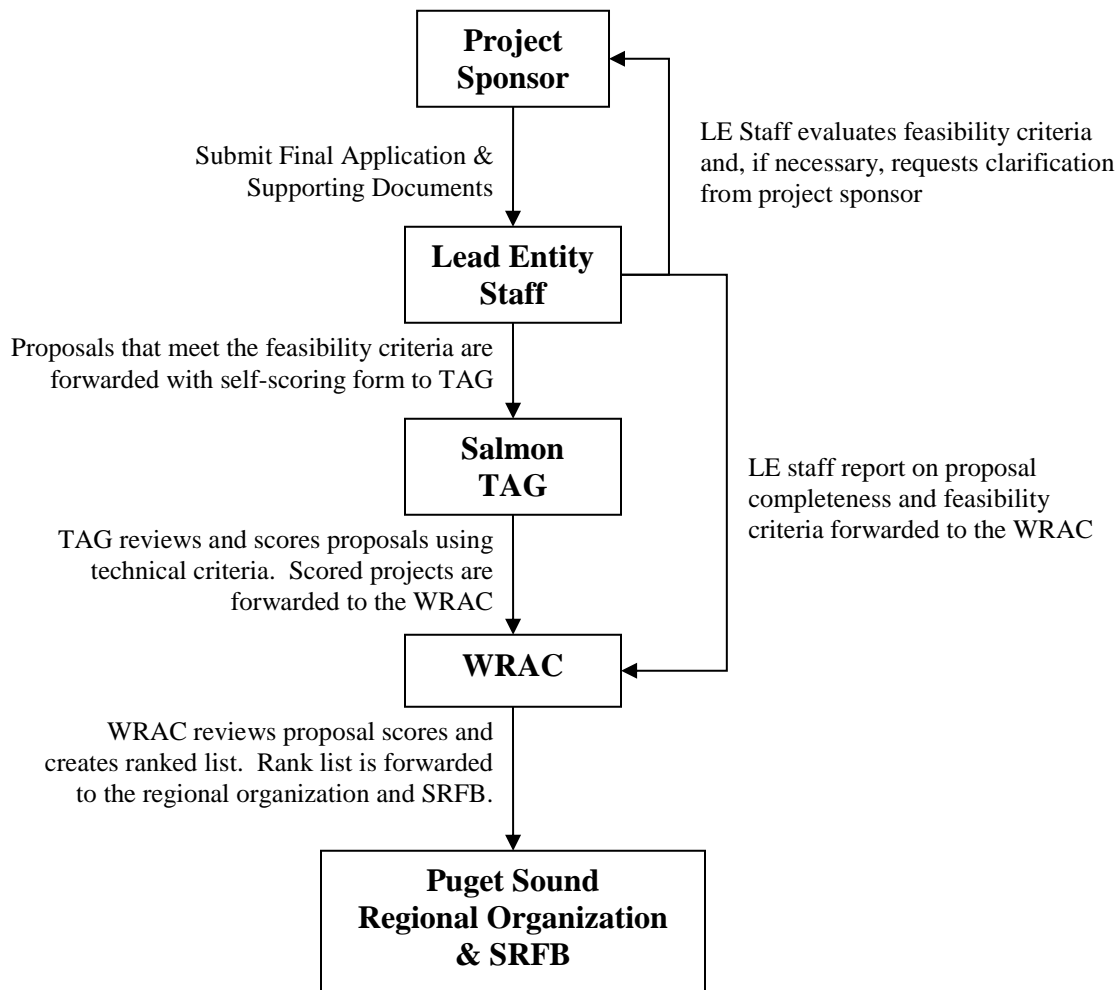
Beginning in 2015, projects will be pre-scored by the Salmon Technical Advisory Group in May. Sponsors are welcome to attend and participate in the following discussion. In June, the Salmon Technical Advisory Group will revise their individual scores as necessary and a final score will be obtained. Sponsors scores will not be included in the final scoring forwarded to the WRAC.

The ranking of the proposals is based on the rank order of the percent scored for each proposal. The proposal with the highest percent is ranked first; the next highest percent is ranked second, etc. The TAG will provide a recommended list and order of projects to the WRAC for their review and adoption. WRAC retains the authority to reorder the recommended list before final approval.

Formal written appeals to specific elements of the ranking can be submitted by the project sponsor to the Salmon Recovery Coordinator for inclusion in the Water Resource Advisory Committee packets prior to their final ranking and adoption.

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Flow Chart of Final Proposal Review



D. Ranking and Approval of Proposal List

The Water Resource Advisory Committee will review and discuss the Salmon TAG comments, scoring at a WRAC meeting. These meetings are open to the public, and project sponsors are welcome to attend for the discussion portion of the meeting. Using consensus process, the committee will either accept the scoring and ranking as submitted or change it based on additional community issues criteria and/or the appeals submitted by project sponsors. The Water Resource Advisory Committee's rationale for making changes to the ranking will be clearly documented and included in the SRFB documentation when the list of proposed projects is submitted.

The Water Resource Advisory Committee will review and discuss any written appeals to the recommended scoring and ranking that have been submitted by the project sponsors prior to making their final decision on the official ranking. Based on their review of the Salmon Technical Advisory Group's recommended ranking and the project sponsors written appeals the

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Water Resource Advisory Committee will determine the final ranking of the projects. Adjustments to the final scores and project ranking will be made if the Water Resource Advisory Committee believes that the project sponsors appeal is valid. The Water Resource Advisory Committee may determine that the project sponsor's appeal is not valid or does not warrant a change in either the score or the ranking of the project.

Once the Water Resource Advisory Committee has officially adopted the ranked proposal list it will be submitted to the Salmon Recovery Funding Board with a full documentation of the ranking process that was followed. The final adopted ranking by the Water Resource Advisory Committee is final. There will be no other appeals allowed after the WRAC has formally adopted the project ranking.

E. Withdrawing Grant Applications

The Salmon Technical Advisory Group, Water Resource Advisory Committee, and the Salmon Recovery Coordinator can withdraw any project from consideration for funding, if it does not meet the criteria outlined in this manual. During any point in the grant application process the project can be withdrawn by the project sponsor.

F. Project Sponsor Requirements for Funded Salmon Recovery Projects

If the proponent receives funding, the following applies:

- All grant funds awarded by the Salmon Recovery Funding Board are managed by the project sponsors organization or agency.
- Project sponsors should stay in close contact with the Salmon Technical Advisory Group. Projects sponsors may be asked to give an annual project update presentation to the WRAC or to the TAG

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Appendix A: Letter of Intent

WRIA 6/ Island Lead Entity for Salmon Recovery

Letter of Intent 2015 Salmon Recovery Funding Board Grants and 2015-2017 Puget Sound Acquisition and Restoration Fund Grants

The WRIA 6/Island Lead Entity (LE) invites prospective applicants to submit a Letter of Intent (LOI) by **January XX, 5:00 pm** to the WRIA 6/Island LE Coordinator c/o Dawn Pucci at d.pucci@co.island.wa.us.

The letters of intent will be used to: 1. Propose projects for 2015 Salmon Recovery Funding Board (SRFB) grant funding; and 2. Propose projects for 2015-2017 Puget Sound Acquisition and Restoration funding (PSAR); and 3. Propose regionally significant large capital projects for 2015-2017 PSAR funding. All of the projects will be reviewed and ranked based on benefit to ESA listed salmon and certainty of success.

Project Information

PROJECT TITLE	DATE SUBMITTED
PROJECT LOCATION AND SHOREFORM/LANDFORM Address or Coordinates: Shoreform/Landform:	

Applicant Information

PROJECT SPONSOR/ PROPONENT		MAIN CONTACT PERSON		
ADDRESS		CITY	STATE WA	ZIP CODE
OFFICE PHONE	CELL PHONE	EMAIL ADDRESS		

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Project Information

ESTIMATED START DATE	ESTIMATED COMPLETION DATE (THIS PHASE)	PROJECT PHASING Is this project Phased? ____ Yes ____ No Which phase is this?	ESTIMATED PROJECT BUDGET Est. Project Phase Cost (this grant request plus match): Est. Grant Request: Est. Sponsor Match:
<p>PROJECT TYPE (Corresponds to SRFB Manual 18 http://www.rco.wa.gov/documents/Manuals&Forms/Manual_18.pdf)</p> <p> <input type="checkbox"/> Acquisition <input type="checkbox"/> Non-Capital <input type="checkbox"/> Design only <input type="checkbox"/> Restoration <input type="checkbox"/> Combination </p>			
<p>PRIORITY AREA (See Island County 2005 Salmon Recovery Chapter)</p> <p> <input type="checkbox"/> AREA 1 (Northwest Whidbey, North and East Camano) <input type="checkbox"/> AREA 2 (East and South Whidbey, West Camano) <input type="checkbox"/> AREA 3 (West Whidbey from Double Bluff north to Deception Pass) </p>			
<p>SHORT PROJECT DESCRIPTION (Maximum 1 page may be attached)</p> <p>General Description of Activities/Tasks:</p> <p>Limiting Factor(s) Addressed:</p>			
<p>PROJECT STAGING AND SEQUENCING (provide brief description of status for each applicable category and stage, and general timeline for completing each stage. If not applicable, mark n/a)</p> <p>Is the proposed project part of a sequenced restoration? If so, what phases have been completed and what phases remain?</p> <p>For the applicable project type below, identify the status of the proposed project:</p> <p>Feasibility</p> <p>a. Landowner Contact: Status</p> <p>b. Alternatives Analysis: Status</p> <p>c. Conceptual Design: Status</p> <p>d. Community Outreach: Status</p> <p>Acquisition</p> <p>a. Landowner Contact: Status</p> <p>b. Appraisals: Status</p> <p>c. Purchase and Sale Agreement: Status</p> <p>d. Acquisition: Status</p> <p>e. Community Outreach: Status</p> <p>Restoration Design & Construction</p> <p>a. Feasibility Analysis: Status</p> <p>b. Landowner Contact: Status</p> <p>c. Project Design: Status</p> <p>d. Permitting: Status</p>			

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e. Community Outreach: Status

Please provide a map ☐

You may provide any other details or photos that you would like us to consider that further explains the project that may not be covered above a brief description of the project (maximum 2 pages).